



Philip Murphy
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Commissioner

JOB VACANCY POSTING

POSTING #:	271-21	ISSUE DATE:	November 10, 2021
TITLE:	PROGRAM SPECIALIST TRAINEE	CLOSING DATE:	November 24, 2021
LOCATION:	Department of Children and Families (DCF) Division on Women 50 East State Street Trenton, NJ 08625		
POSITIONS:	1	RANGE:	P 95
DISTRIBUTION:	STATE-WIDE	SALARY:	\$44,628.85 - \$46,646.55

SCOPE OF ELIGIBILITY: Opportunities are subject to current promotional and hiring restrictions.

DEFINITION: Under the close supervision of a Program Specialist 3, Program Specialist 4, or other supervisory officer in a State department or agency, as a trainee and productive worker, receives on-the-job training while assisting in the professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social service programs, programs serving the socio-economic needs of specific clients populations, or regulatory programs designed to ensure public safety, health and welfare, or protection of the environment; completes assignments which provide practical Program Specialist experience; does other related work.

The Division on Women (DOW) was established in 1974 as a pioneering state agency to create, promote and expand the rights and opportunities for all women throughout New Jersey. DOW coordinates and supports programs in the areas of domestic and sexual violence; cultural accessibility and inclusion; prevention; economic self-sufficiency and gender parity; and policy and assessment.

This position is within the Gender-Based Violence Unit of the Division on Women (DOW). In-depth understanding of domestic and sexual violence is required. Graduates of the DCF Violence Against Women Certificate (VAWC) program are encouraged to apply. The ideal candidate will have the following attributes:

- **Self-starter with strong critical thinking and problem-solving abilities**
- **Positive strong customer service approach to work**
- **Team player who is willing to be flexible with team assignments**

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

RESUME NOTE: Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

VETERANS PREFERENCE: Are you a veteran? If so, proof of your NJ Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the Civil Service Commission's website at <http://www.state.nj.us/csc/seekers/veterans>.

IMPORTANT NOTICE

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter and resume in **PDF format**, saving all PDFs by your **Last Name, First Name** to:

Job.Posting@dcf.nj.gov

Include the **Job Posting #** in the subject line of your email.

The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.